TRAINING MATERIALS FOR
CAPTURING NON-GOVERMENTAL GRANTS INFORMATION IN NCAS
(RECORDING & TRACKING)

COURSE OVERVIEW

Disclaimer: The training materials presented today builds on your existing knowledge of the various NCAS modules. This material was developed to aid the NCAS agencies in cooperation with Office of the State Auditor (OSA), to record and track non-governmental grants in NCAS in consistent matter. Detailed non-governmental grant contract number (NGO contract) must be recorded in NCAS according to a numbering convention for grant contracts established by OSA and your agency. The grant contract numbering convention will be described in detail in the course of this training. The agencies must ensure that the procedures and processes established herein are adhered to by the proper personnel.

The Capturing of Non-Governmental Grants Information modification to NCAS was developed to aid NCAS agencies and OSA to record and track the NGO grants. For each NCAS' purchase order line and invoice line that references an NGO grant account, a structurally valid grant contract number must be referenced. The grant program staff at your agency is responsible for the composition and distribution of the NGO grant contract numbers. The NGO grant contract number will be recorded on the purchase order line (PL1) screen when an NGO grant account is utilized.

Similarly, for direct invoices the NGO grant contract number will be recorded on the invoice line when an NGO grant account is utilized. The NGO grant contract number is 15 characters long and is alphanumeric (letters and numbers), neither special characters nor blank fields are allowed. As mentioned earlier, the NGO grant contract number MUST be recorded on PO line (PL1) in the 'Vendor Itm No.' field. Once recorded on the PO line, it defaults to all corresponding invoice lines hence lessening the chances of keying errors by the accounts payable staff thus providing a time saving mechanism.

<u>Audience</u>

NGO Grant Program Staff
Purchasing Staff
Accounts Payable Staff

<u>Length</u>

2 hours

<u>Objectives</u>

The primary objective of this course is to enable the agency's NGO grant staff, Purchasing staff and Accounts Payable staff to recognize and record a structurally valid NGO grant contract number in the designated fields. The proper recording of the NGO grant contract numbers in the various NCAS modules would provide a solid reporting mechanism for agencies and OSA based on the NGO grant accounts utilized.

<u>Reports</u>

The reports section includes detailed information that describes how to review reports' information associated with the participant's job duties. Use these reports after training as a reference to review and correct any information related to the use of the NGO grant contract number in NCAS. The review frequency of these reports should be daily.

Process Overview

Establishing the NGO Grant Contract Numbers

All state agencies must establish NGO grant contract numbers in accordance with OSA requirements (numbering convention).

The agencies would rely on OSA (Office of the State Auditor) and the agency's own grant program staff and management to aid in the establishment and processing of the NGO grant transactions.

Recording the NGO Grant Contract Numbers and Accounting Distributions

All state agencies must record NGO grant contract numbers and related accounting distributions in the designated fields in accordance with OSA requirements.

The recording and regular reviews of the NGO grant contract numbers in NCAS' modules must be performed throughout the year to maximize the accuracy and relevance of the output files.

When a PO is used, the NGO grant contract number MUST be recorded on PO line (PL1) in the 'Vendor Itm No.' field to default to all corresponding invoice lines. For direct invoices, the NGO grant contract number MUST be recorded on the invoice line (IWS-1T) in the 'Item Number' field. In either case, an NGO grant accounting distribution MUST be recorded concurrently with the NGO grant contract number.

Correcting the NGO Grant Contract Numbers and/or Accounting Distributions

The next step beyond the recording and review of the NGO grant contract numbers is to make the necessary corrections when needed. This process entails either or both of the following:

- Correcting the NGO grant contract numbers
- Correcting the NGO grant accounting

Establishing NGO Grant Numbers

An NGO grant contract number is a number that was established by your grant program staff based on OSA's numbering convention. The program staff in turn would provide the NGO grant contract number to the purchasing and accounts payable staff to utilize with NGO grants accounting distributions.

The NGO Grant Contract Numbering Convention

As mentioned earlier, the NGO grant contract number is comprised of 15 alphanumeric characters (letters and numbers); neither special characters nor blank fields are allowed. The NGO grant contract number **must** meet the numbering convention (structurally valid) to be utilized in NCAS.

The following are the characteristics of the numbering convention of the NGO grant contract number:

- <u>Field 1:</u>   Must be **P (purchase of service)** or **G (grant)** (alpha only)

- <u>Field 2:</u>   Must be **1 (individual)**, **2 (non-profit)** or **3 (for profit)** (numeric only)

- <u>Fields 3-5:</u>   Must begin with **0** (zero) followed by **your agency's two digit company** number, **i.e. 14 for OSC** (alphanumeric)

- <u>Fields 6-10:</u>   Sequential grant contract number, supplied by your agency (alphanumeric)

- <u>Fields 11-12:</u>   Last two digits of the State's fiscal year in which grants were awarded (numeric only)

- <u>Fields 13-15:</u>   Specify the program for each grant, supplied by your agency (alphanumeric)

The NGO Grant Accounts

Invoices entered online into the Accounts Payable module of NCAS utilizing the NGO grants accounts listed below currently require a grant contract number that meets the structure validation criteria (mentioned above):

- **536CAA Cost Reimbursements to NGOs.**
- **536DAA Formula Grants to NGOs.**
- **536EAA Discretionary Grants to NGOs.**
- **536FAA Statutory Distributions to NGOs.**
- **536GAA Directed Grants to NGOs**
- **536HAA Loans to NGOs.**
- **536JAA Other Aids and Grants to NGOs.**

5368 Educational Awards and Scholarships (536810, 536820, 536830, 536840, 536850, 536860, 536870, 536875, 536880, 536881, 536890, 536898).

NOTE: Grants to governmental entities (local or state government) should be recorded with:

- 5362AA Cost Reimbursements to Governmental Organizations
- 5363AA Formula Grants to Governmental Organizations
- 5364AA Discretionary Grants to Governmental Organizations
- 5365AA Statutory Distributions to Governmental Organizations
- 5366AA Directed Grants to Governmental Organizations
- 5367AA Loans to Governmental Organizations
- 536KAA Educational Awards and Scholarships to Governmental Organizations
- 5369AA Other Aids and Grants to Governmental Organizations

Recording NGO Grant Numbers

All state agencies must record NGO grant contract numbers in the designated fields in NCAS in accordance with OSA's requirements.
The recording and regular reviews of the NGO grant contract numbers in NCAS' modules must be done throughout the year to maximize the accuracy and relevance of the output files.

Recording NGO Grant Contract Numbers on Purchase Orders

As previously mentioned in this material, a structurally valid NGO grant contract number MUST be recorded on a PO line (PL1) in NCAS whenever an NGO grant accounting distribution is used. On PL1, the grant contract number (15 A/N) MUST be recorded by the buyer in the 'VEND ITM NO.' field. The buyers may create multiple PO lines per purchase order with different grant contract number assigned to each. The NGO grant contract number recorded on PL1 screen defaults to corresponding invoice lines and screens in the AP module to provide a time saving mechanism.

```
N43 PS                        PO LINE INFORMATION                          PL1

 NEXT FUNCTION: _____   ACTION: _____          05/15/2008  00:00:37
 REQUEST: _____  SAVE SHOW PAGE NO: ___
 ================================================================================
 BUY ENTITY  : XXGR          PO NO.       :  XXXXXX755   PO LINE NO : 0002
 BLANKET REL.:               RELEASE DATE: _____    SUB SRCE CD: _
 PRT ITM SPCS: Y             PRT REQ SPCS: N             PHRS TBL CD: ___
 CATALOG NO. : _____         ITEM NO.     : GN78544      ECN        :
 QUOTE NO.   : _____        ITEM SEQ NO : __            SERVICE CD : S
 ITEM DSC    : TEST PO LINE ONLY
 VEND ITM NO.: P3014ABC12081HK
 VEND ITM DSC: TEST PO LINE ONLY
 QUANTITY UOP: 1             UNIT PRICE  :    1,972.00000  PRICE TYPE : ___
 UOP       : HR             SKU CONV FAC:    1.0000000  SKU        : HR
 TAX/VAT CODE: ___          TAX/VAT COST: _____
 ADD COST CD : ___          ADD COST    :
 REQUIRED DTE: 04/29/2008   PROMISE DATE: 04/29/2008  FOLL-UP DT: _____
 VAR IND     : ___          P&C CERT NO.: _____  CONTRCT DT: 10/31/2007
 GL COMPANY  : XX01         GL ACCOUNT   : 536E70       MULTI YR:
 GL CENTER   : 1110122620   DISTRIB IND : ___          EFF DT:    10/19/2007
 PROJECT CO. : _____        PROJECT CODE: _____    ACCT RULE  : 02
 SHIP-TO CODE: S01          SHIP-VIA CD : BST           FOB CODE   : 001
 DSP DEFAULTS: _  PASS : _  CONT TO PL2 : _  RTP : _    LINE STATUS: 1
```

Recording NGO Grant Contract Numbers on Matching Invoices

The process of matching and paying invoices in NCAS' AP module is the responsibility of the accounts payable staff. This process can be greatly simplified and expedited if the matched-to grant's PO line reflects an accurate grant contract number. The grant PO line that's being matched-to defaults its 'VEND ITM NO.' from PL1 screen to the 'ITEM NUMBER' on ILA screen in AP.

Changing NGO Grant Information on Matched Invoices

- Once on ILA and if necessary, a grant contract number from a grant's PO line may be changed to a structurally valid grant contract number by an AP clerk.

- If needed, the AP clerk may also change either the accounting distribution or the grant contract number on IWS-1T or IMW-1T screens. To change the 'ITEM NUMBER' on IWS-1T or IMW-1T on an invoice line, an NGO grant accounting distribution MUST be reflected on the invoice line.
- An AP clerk may change an accounting distribution on an invoice from or to an NGO accounting distribution; NCAS requires a structurally valid grant contract number when an invoice reflects an NGO accounting distribution. This scenario would exist if the buyer omitted to record an NGO accounting distribution on a PO line as required. The buyer MUST reflect an NGO accounting distribution on PL1 for optimal results.
In this instance, the correction of an accounting distribution and grant contract number must be performed either on IWS-1T or IMW-1T in the accounts payable module. The AP operator may choose depending on own agency's procedures to contact the buyer to execute the necessary changes on PL1 screen prior to invoice keying by the AP operator.

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N43 AP                        INVOICE LINE AUDIT                        ILA

 NEXT FUNCTION: _____   ACTION: _____          05/15/2008  00:00:38
 REQUEST: A         PAGE STATUS: END OF LIST
 ===============================================================================
 VENDOR    :  260874275 01     PO NUMBER :  XXXXXX755  EXCEPTION CMNTS: _
 INVOICE NO: GRANT6 REKEY0512   RELEASE   :           REM AMT:            .00
 S    VENDOR'S    PO    LAST   AP     MULT ---------INVOICE---------- P P C
 Q    ITEM NUMBER LINE  DELIV. ATTN UOP DISTR QUANTITY       AMOUNT    S R D L
 A P3014ABC12081HK  0001          NO   HR   ___        1       1,111.00 _   Y _
   TEST PO LINE 0001                          FRT ___ _____     Y
   IND  CO   ACCOUNT           CENTER      TX/VAT ___ _____     Y
   001 XX01 536E70             1110122620  ADD'L  ___ _____     Y
                                           CONV FACTOR           1.
 B GN78544        0002          NO   HR   ___        0       1,972.00 _   Y _
   INTENTIONALLY KEYED W/O GRANT NUMBER       FRT ___ _____     Y
   IND  CO   ACCOUNT           CENTER      TX/VAT ___ _____     Y
       XX01 533110             1010020504  ADD'L  ___ _____     Y
                                           CONV FACTOR           1.
```

SCENARIO 1: *The buyer neglected to record on PL1 screen a structurally valid NGO grant contract number but properly recorded an NGO grant accounting distribution. There are two possible solutions to this scenario.*

SOLUTION 1: The AP operator must acquire and record a structurally valid NGO grant contract number in the 'ITEM NUMBER' field ❶ on ILA screen upon invoice entry. The NCAS permits the modification of the 'ITEM NUMBER' on ILA screen by an AP operator only when an NGO accounting distribution defaults from PL1 screen. The operator will be prevented from proceeding with further processing of the invoice until a structurally valid NGO grant contract number is entered in the ITEM NUMBER field. Contact the agency's grant staff for correct grant contract number. Refer to page 4 for the correct NGO grant contract numbering convention.

```
     N43 AP                    INVOICE LINE AUDIT                        ILA

 NEXT FUNCTION: _____   ACTION: _____          05/15/2008  00:00:38
 REQUEST: A        PAGE STATUS: END OF LIST
 ====================================================================================
 VENDOR    :  260874275 01      PO NUMBER :  XXXXXX755  EXCEPTION CMNTS: _
 INVOICE NO: GRANT6 REKEY0512   RELEASE   :            REM AMT:          .00
 S      VENDOR'S    PO    LAST   AP     MULT ---------INVOICE---------- P P C
 Q    ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY     AMOUNT    S R D L

 A  GN78544◄❶           0001         NO  HR  ___      1      1,111.00 _  Y _
    INTENTIONALLY KEYED W/O GRANT NUMBER        FRT ___ _____    Y
    IND  CO  ACCOUNT           CENTER      TX/VAT ___ _____    Y
    001 XX01 536E70            1110122620  ADD'L ___ _____    Y
                                           CONV FACTOR         1.
```

SOLUTION 2: The AP operator may contact the buyer and request from him/her to update the 'VEND ITM NO.' field ❶ on PL1 with the correct NGO grant contract number. Once updated by the buyer on PL1 screen, the AP operator may process the invoice entry as needed on ILA screen. No further action is needed by the AP operator. This solution is most applicable when the PO line is subject to further invoicing in the future.

```
N43 PS                       PO LINE INFORMATION                          PL1

 NEXT FUNCTION: _____  ACTION: _____          05/15/2008  00:00:38
 REQUEST:  _____  SAVE SHOW PAGE NO: ___
 ==================================================================================
 BUY ENTITY  : XXGR         PO NO.      :  XXXXXX755    PO LINE NO : 0001
 BLANKET REL.:              RELEASE DATE: _____    SUB SRCE CD: _
 PRT ITM SPCS: Y            PRT REQ SPCS: N             PHRS TBL CD: ___
 CATALOG NO. : ____         ITEM NO.    : GN78544       ECN        :
 QUOTE NO.  :  _____       ITEM SEQ NO : __            SERVICE CD : S
 ITEM DSC    : CORRECTED BY BUYER PER AP REQUEST

 VEND ITM NO.: P3014ABC12081HK  ⟵ ❶
 VEND ITM DSC: CORRECTED BY BUYER PER AP REQUEST
 QUANTITY UOP: 1            UNIT PRICE  :    1,111.00000  PRICE TYPE : ___
 UOP        : HR            SKU CONV FAC:     1.0000000  SKU        : HR
 TAX/VAT CODE: ___          TAX/VAT COST: _____
 ADD COST CD : ___          ADD COST    : _____
 REQUIRED DTE: 04/29/2008   PROMISE DATE: 04/29/2008    FOLL-UP DT: _____
 VAR IND    :  ___          P&C CERT NO.: _____ CONTRCT DT: 10/31/2007
 GL COMPANY  : XX01         GL ACCOUNT  : 536E70            MULTI YR:
 GL CENTER   : 1110122620   DISTRIB IND : ___           EFF DT:    10/19/2007
 PROJECT CO. : ____         PROJECT CODE: _____   ACCT RULE  : 02
 SHIP-TO CODE: S01          SHIP-VIA CD : BST            FOB CODE   : 001
 DSP DEFAULTS: _ PASS : _   CONT TO PL2 : _  RTP : _     LINE STATUS: 1
```

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N43 AP                      INVOICE LINE AUDIT                           ILA

 NEXT FUNCTION: _____  ACTION: _____          05/15/2008  00:00:38
 REQUEST:          PAGE STATUS: END OF LIST
 ==================================================================================
 VENDOR    :  260874275 01     PO NUMBER :  XXXXXX755  EXCEPTION CMNTS: _
 INVOICE NO: GRANT6 REKEY0512   RELEASE   :            REM AMT:         .00
 S     VENDOR'S   PO    LAST    AP     MULT ---------INVOICE---------- P P C
 Q     ITEM NUMBER LINE  DELIV. ATTN UOP DISTR QUANTITY     AMOUNT     S R D L
 A P3014ABC12081HK  0001        NO  HR  ___      1      1,111.00 _   Y _
    CORRECTED BY BUYER PER AP REQUEST       FRT ___ _____    Y
    IND  CO  ACCOUNT          CENTER      TX/VAT ___ _____   Y
    001 XX01 536E70           1110122620  ADD'L ___ _____    Y
                                          CONV FACTOR          1.
```

SCENARIO 2: *The buyer neglected to record on PL1 screen a structurally valid NGO grant contract number and also failed to record an NGO grant accounting distribution. There are two possible solutions to this scenario.*

SOLUTION 1: The AP operator must acquire and record a structurally valid NGO grant contract number in the 'ITEM NUMBER' field on IWS-1T screen upon invoice entry. The NCAS permits the modification of the 'ITEM NUMBER' on ILA screen by an AP operator only when an NGO accounting distribution defaults from PL1 screen.

- ❶ Tag the affected line in the REQUEST field.

```
     N43 AP                     INVOICE LINE AUDIT                        ILA

NEXT FUNCTION: _____  ACTION: _____           05/15/2008  00:00:38
REQUEST: A  ←❶        PAGE STATUS: END OF LIST
=============================================================================
VENDOR   :  260874275 01     PO NUMBER :  XXXXXX755  EXCEPTION CMNTS: _
INVOICE NO: GRANT6 REKEY0512   RELEASE   :           REM AMT:           .00
S    VENDOR'S    PO    LAST    AP     MULT ----------INVOICE----------  P P C
Q    ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY     AMOUNT     S R D L
A   GN78544        0002          NO  HR  ___        1        1,972.00 _   Y _
    INTENTIONALLY KEYED W/O GRANT NUMBER NOR DIST FRT ___ _____   Y
    IND  CO  ACCOUNT           CENTER      TX/VAT  ___ _____   Y
    001 XX01 533110            1010020504  ADD'L   ___ _____   Y
                                           CONV FACTOR           1.
```

- ❷ Type 3 in the REQUEST field to navigate to IWS-1T screen.

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     N43 AP                     INVOICE LINE AUDIT                        ILA

NEXT FUNCTION: _____  ACTION: _____           05/15/2008  00:00:38
REQUEST: 3  ←❷        PAGE STATUS: END OF LIST
=============================================================================
VENDOR   :  260874275 01     PO NUMBER :  XXXXXX755  EXCEPTION CMNTS: _
INVOICE NO: GRANT6 REKEY0512   RELEASE   :           REM AMT:           .00
S    VENDOR'S    PO    LAST    AP     MULT ----------INVOICE----------  P P C
Q    ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY     AMOUNT     S R D L
A   GN78544        0002          NO  HR  ___        1        1,972.00 _   Y _
    INTENTIONALLY KEYED W/O GRANT NUMBER NOR DIST FRT ___ _____   Y
    IND  CO  ACCOUNT           CENTER      TX/VAT  ___ _____   Y
    001 XX01 533110            1010020504  ADD'L   ___ _____   Y
                                           CONV FACTOR           1.
```

- **❸** Type an NGO grant accounting distribution in the CO/ACCOUNT/CENTER fields and press ENTER.

```
N43                         INVOICE WORKSHEET 1                        IWS-1T

 NEXT FUNCTION: _____  ACTION: _____              05/15/2008  00:00:38
 REQUEST: _____
 =============================================================================
 INVOICE NUMBER : GRANT6_REKEY0512 DATE: 05/12/2008    MODEL: _ _____
 VENDOR SHORT NM: BIOFUELSCENTERO  BIOFUELS CENTER OF NC          CURR   : ____
 VENDOR NUMBER  : _260874275 01    RTP                            CM/DM    : I
 PO REFERENCE   : XXGR _XXXXXX755 _____   COUNTY CODE: _____ MULTI PYMT: N
 TERMS CODE: N30  PYMT DUE DATE: _____   DISCOUNT AMT/PCT: _____
  REMIT MSG:  ___ _____
                                            SIGNATURE APPR CD: ___ ___ ___ ___
 LINE   AMOUNT/PERCENT EXP  CO  ACCOUNT      CENTER     PROJ-CO NUMBER
  VAT   QUANTITY UNIT   ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 I'RC
 0002 _____1,972.00  ___ XX01 533110          1010020504   ____ _____
 ___ _____1 HR_  GN78544          INTENTIONALLY KEYED_ Y Y Y Y  ___ __ ___
 0003 _____
      _____
 0004 _____
      _____
 0005 _____
      _____
 SALES TAX/VAT  : ___ _____     FREIGHT   : ___ _____
 ADDITIONAL COST: ___ _____     GROSS AMOUNT:      1,972.00
```

- **❹** Once you press ENTER, NCAS requires that 'ITEM NUMBER' be changed to a structurally valid NGO grant contract number if an invalid one is present on the invoice line. The operator will be prevented from proceeding with further processing of the invoice until a structurally valid NGO grant contract number is entered in the ITEM NUMBER field. Contact the agency's grant staff for correct grant contract number. Refer to page 4 for the correct NGO grant contract numbering convention. Type an NGO grant contract number in the ITEM NUMBER field, you may NEXT the invoice now.

```
N43                         INVOICE WORKSHEET 1                        IWS-1T

 NEXT FUNCTION: _____  ACTION: _____              05/15/2008  00:00:38
 REQUEST: _____
 =============================================================================
 INVOICE NUMBER : GRANT6_REKEY0512 DATE: 05/12/2008    MODEL: _ _____
 VENDOR SHORT NM: BIOFUELSCENTERO  BIOFUELS CENTER OF NC          CURR   : ____
 VENDOR NUMBER  : _260874275 01    RTP                            CM/DM    : I
 PO REFERENCE   : XXGR _XXXXXX755 _____   COUNTY CODE: _____ MULTI PYMT: N
 TERMS CODE: N30  PYMT DUE DATE: _____   DISCOUNT AMT/PCT: _____
  REMIT MSG:  ___ _____
                                            SIGNATURE APPR CD: ___ ___ ___ ___
 LINE   AMOUNT/PERCENT EXP  CO  ACCOUNT      CENTER     PROJ-CO NUMBER
  VAT   QUANTITY UNIT   ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 I'RC
 0002 _____1,972.00  ___ XX01 536E70          1110122620   ____ _____
 ___ _____1 HR_  P3014ABC12081HK INTENTIONALLY KEYED_ Y Y Y Y  ___ __ ___
 0003 _____
      _____
 0004 _____
      _____
 0005 _____
      _____
 SALES TAX/VAT  : ___ _____     FREIGHT   : ___ _____
 ADDITIONAL COST: ___ _____     GROSS AMOUNT:      1,972.00
```

SOLUTION 2: The AP operator may contact the buyer and request from him/her to update the 'VEND ITM NO.' field ❶ and the CO/ACCT/CENTER fields ❷ on PL1 with the correct NGO grant contract number and distribution. Once updated by the buyer on PL1 screen, the AP operator may process the invoice entry as needed on ILA screen. No further action is needed by the AP operator. This solution is most applicable when the PO line is subject to further invoicing in the future.

```
N43 PS                        PO LINE INFORMATION                       PL1

 NEXT FUNCTION: _____  ACTION: _____         05/15/2008  00:00:38
 REQUEST:  _____  SAVE SHOW PAGE NO: ___
 ====================================================================
 BUY ENTITY  : XXGR        PO NO.     :  XXXXXX755   PO LINE NO : 0002
 BLANKET REL.:             RELEASE DATE: _____  SUB SRCE CD: _
 PRT ITM SPCS: Y           PRT REQ SPCS: N           PHRS TBL CD: ___
 CATALOG NO. : ____        ITEM NO.    : GN78544     ECN        :
 QUOTE NO.  :  _____      ITEM SEQ NO :  __         SERVICE CD : S
 ITEM DSC    : INTENTIONALLY KEYED W/O GRANT NUMBER NO

 VEND ITM NO.: GN78544 ◄──────────── ❶
 VEND ITM DSC: INTENTIONALLY KEYED W/O GRANT NUMBER NO
 QUANTITY UOP: 1           UNIT PRICE  :    1,972.00000  PRICE TYPE : ___
 UOP        : HR           SKU CONV FAC:    1.0000000  SKU        : HR
 TAX/VAT CODE: ___         TAX/VAT COST: _____

 ADD COST CD : ____   ❷    ADD COST   : _____
 REQUIRED DTE: 04/29/2008  PROMISE DATE: 04/29/2008  FOLL-UP DT: _____
 VAR IND    : ____         P&C CERT NO.: _____  CONTRCT DT: 10/31/2007
 GL COMPANY  : XX01        GL ACCOUNT  : 533110      MULTI YR:
 GL CENTER   : 1010020504  DISTRIB IND : ___         EFF DT:     10/19/2007
 PROJECT CO. : ____        PROJECT CODE: _____  ACCT RULE  : 02
 SHIP-TO CODE: S01         SHIP-VIA CD : BST          FOB CODE   : 001
 DSP DEFAULTS: _ PASS : _  CONT TO PL2 : _  RTP : _   LINE STATUS: 1
```

```
N43 PS                        PO LINE INFORMATION                       PL1

 NEXT FUNCTION: _____  ACTION: _____         05/15/2008  00:00:38
 REQUEST:  _____  SAVE SHOW PAGE NO: ___
 ====================================================================
 BUY ENTITY  : XXGR        PO NO.     :  XXXXXX755   PO LINE NO : 0002
 BLANKET REL.:             RELEASE DATE: _____  SUB SRCE CD: _
 PRT ITM SPCS: Y           PRT REQ SPCS: N           PHRS TBL CD: ___
 CATALOG NO. : ____        ITEM NO.    : GN78544     ECN        :
 QUOTE NO.  :  _____      ITEM SEQ NO :  __         SERVICE CD : S
 ITEM DSC    : INTENTIONALLY KEYED W/O GRANT NUMBER NO

 VEND ITM NO.: P3014ABC12081HK ◄──────────── ❶
 VEND ITM DSC: INTENTIONALLY KEYED W/O GRANT NUMBER NO
 QUANTITY UOP: 1           UNIT PRICE  :    1,972.00000  PRICE TYPE : ___
 UOP        : HR           SKU CONV FAC:    1.0000000  SKU        : HR
 TAX/VAT CODE: ___         TAX/VAT COST: _____

 ADD COST CD : ____   ❷    ADD COST   : _____
 REQUIRED DTE: 04/29/2008  PROMISE DATE: 04/29/2008  FOLL-UP DT: _____
 VAR IND    : ____         P&C CERT NO.: _____  CONTRCT DT: 10/31/2007
 GL COMPANY  : XX01        GL ACCOUNT  : 536E70      MULTI YR:
 GL CENTER   : 1110122620  DISTRIB IND : ___         EFF DT:     10/19/2007
 PROJECT CO. : ____        PROJECT CODE: _____  ACCT RULE  : 02
 SHIP-TO CODE: S01         SHIP-VIA CD : BST          FOB CODE   : 001
 DSP DEFAULTS: _ PASS : _  CONT TO PL2 : _  RTP : _   LINE STATUS: 1
```

SOLUTION 1: The AP operator must acquire and record an NGO grant accounting distribution. To allow for the recording of the NGO grant accounting distribution, the AP operator must tag the affected line on ILA then type 3 in the REQUEST field to navigate to the IWS-1T screen. Once on the IWS-1T screen, the AP operator may make the necessary changes to the accounting distribution on the invoice line. The NCAS now allows the AP operator to conclude the processing of the invoice line.

- ❶ Tag the affected line in the REQUEST field.

```
    N43 AP                     INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: _____  ACTION: _____          05/15/2008  00:00:38
REQUEST: A   ← ❶       PAGE STATUS: END OF LIST
===============================================================================
VENDOR   :  260874275 01      PO NUMBER :  XXXXXX755  EXCEPTION CMNTS: _
INVOICE NO: GRANT6 REKEY0512   RELEASE   :            REM AMT:          .00
S      VENDOR'S    PO    LAST   AP     MULT  ---------INVOICE---------- P  P C
Q    ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY    AMOUNT      S  R D L
A P3014ABC12081HK  0002        NO   HR   ___       1       1,972.00  _   Y _
  INTENTIONALLY KEYED W/O GRANT NUMBER NOR DIST FRT ___ _____  Y
  IND  CO  ACCOUNT           CENTER      TX/VAT  ___ _____  Y
  001 XX01 533110            1010020504  ADD'L   ___ _____  Y
                                         CONV FACTOR            1.
```

13

- **❷** Type 3 in the REQUEST field to navigate to IWS-1T screen.

```
    N43 AP                     INVOICE LINE AUDIT                        ILA

NEXT FUNCTION: _____  ACTION: _____        05/15/2008  00:00:38
REQUEST: 3 ◄── ❷      PAGE STATUS: END OF LIST
================================================================================
VENDOR   : 260874275 01    PO NUMBER : XXXXXX755  EXCEPTION CMNTS: _
INVOICE NO: GRANT6 REKEY0512   RELEASE   :           REM AMT:           .00
S    VENDOR'S    PO    LAST   AP    MULT ---------INVOICE---------- P P C
Q   ITEM NUMBER LINE  DELIV. ATTN UOP DISTR QUANTITY     AMOUNT     S R D L
A P3014ABC12081HK  0002        NO  HR  ___       1        1,972.00 _  Y _
  INTENTIONALLY KEYED W/O GRANT NUMBER NOR DIST FRT ___ _____ Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _____ Y
  001 XX01 533110            1010020504   ADD'L   ___ _____ Y
                                          CONV FACTOR       1.
```

- **❸** Type an NGO grant accounting distribution in the CO/ACCOUNT/CENTER fields and press ENTER.

```
  N43                      INVOICE WORKSHEET 1                    IWS-1T

 NEXT FUNCTION: _____  ACTION: _____       05/15/2008  00:00:38
 REQUEST: _____
================================================================================
 INVOICE NUMBER : GRANT6_REKEY0512 DATE: 05/12/2008   MODEL: _ _____
 VENDOR SHORT NM: BIOFUELSCENTERO  BIOFUELS CENTER OF NC    CURR   : ____
 VENDOR NUMBER  : _260874275 01    RTP              CM/DM     : I
 PO REFERENCE   : XXGR _XXXXXX755 _____  COUNTY CODE: _____  MULTI PYMT: N
 TERMS CODE: N30  PYMT DUE DATE: _____  DISCOUNT AMT/PCT: _____
  REMIT MSG: ___ _____
                              ❸          SIGNATURE APPR CD: ___ ___ ___ ___
 LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER      PROJ-CO NUMBER
  VAT   QUANTITY UNIT  ITEM NUMBER  DESCRIPTION PRORATE (T F A D) USE 99 I'RC
 0002 _____1,972.00 ___ XX01 533110        1010020504___ ____ _____
 ___ _____1 HR_ P3014ABC12081HK INTENTIONALLY KEYED_ Y Y Y Y __ __ ___
 0003 _____ ___ ____ _____ _____ ____ ____ _____
 ___ _____ ___ ____ _____ _____ _ _ _ _ __ __ ___
 0004 _____ ___ ____ _____ _____ ____ ____ _____
 ___ _____ ___ ____ _____ _____ _ _ _ _ __ __ ___
 0005 _____ ___ ____ _____ _____ ____ ____ _____
 ___ _____ ___ ____ _____ _____ _ _ _ _ __ __ ___
 SALES TAX/VAT : ___ _____  FREIGHT   : ___ _____
 ADDITIONAL COST: ___ _____  GROSS AMOUNT:    _____1,972.00
```

- ❹ If desired, you may NEXT the invoice now.

```
N43                      INVOICE WORKSHEET 1                      IWS-1T

 NEXT FUNCTION: _____   ACTION: _____        05/15/2008  00:00:38
 REQUEST: NEXT _____              ❹
 ==============================================================================
 INVOICE NUMBER : GRANT6_REKEY0512 DATE: 05/12/2008    MODEL: _ _____
 VENDOR SHORT NM: BIOFUELSCENTERO  BIOFUELS CENTER OF NC        CURR   : ____
 VENDOR NUMBER  : _260874275 01    RTP                          CM/DM    : I
 PO REFERENCE   : XXGR _XXXXXX755 _____   COUNTY CODE: _____   MULTI PYMT: N
 TERMS CODE: N30  PYMT DUE DATE: _____   DISCOUNT AMT/PCT: _____
  REMIT MSG:  ___ _____
                                   SIGNATURE APPR CD: ___ ___ ___ ___
 LINE   AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER      PROJ-CO NUMBER
  VAT   QUANTITY UNIT  ITEM NUMBER   DESCRIPTION PRORATE (T F A D) USE 99 I'RC
 0002 _____1,972.00 ___ XX01 536E70_____ 1110122620___ ____ _____
 ___ _____1 HR_ P3014ABC12081HK INTENTIONALLY KEYED_ Y Y Y Y  ___ __ ___
 0003 _____ ____ ___ ____ _____ _____ ____ _____
 ___ _____ ____ ___ ___ _____ _____ _ _ _ _ ___ __ ___
 0004 _____ ____ ___ ____ _____ _____ ____ _____
 ___ _____ ____ ___ ___ _____ _____ _ _ _ _ ___ __ ___
 0005 _____ ____ ___ ____ _____ _____ ____ _____
 ___ _____ ____ ___ ___ _____ _____ _ _ _ _ ___ __ ___
 SALES TAX/VAT  : ___ _____   FREIGHT    : ___ _____
 ADDITIONAL COST: ___ _____   GROSS AMOUNT:    _____1,972.00
```

SOLUTION 2: The AP operator may contact the buyer and request from him/her to update the CO/ACCT/CENTER fields ❶ on PL1 with the correct NGO grant accounting distribution. Once updated by the buyer on PL1 screen, the AP operator may process the invoice entry as needed on ILA screen. No further action is needed by the AP operator. This solution is most applicable when the PO line is subject to further invoicing in the future.

```
N43 PS                        PO LINE INFORMATION                      PL1

 NEXT FUNCTION: _____  ACTION: _____        05/15/2008  00:00:38
 REQUEST: _____  SAVE SHOW PAGE NO: ___
 ============================================================================
 BUY ENTITY  : XXGR          PO NO.       :  XXXXXX755   PO LINE NO : 0002
 BLANKET REL.:               RELEASE DATE: _____    SUB SRCE CD: _
 PRT ITM SPCS: Y             PRT REQ SPCS: N             PHRS TBL CD: ___
 CATALOG NO. : ____          ITEM NO.     : GN78544      ECN        :
 QUOTE NO.   : _____        ITEM SEQ NO  : __           SERVICE CD : S
 ITEM DSC    : INTENTIONALLY KEYED W/O GRANT NUMBER NO
 VEND ITM NO.: P3014ABC12081HK
 VEND ITM DSC: INTENTIONALLY KEYED W/O GRANT NUMBER NO
 QUANTITY UOP: 1             UNIT PRICE   :   1,972.00000  PRICE TYPE : ___
 UOP        : HR             SKU CONV FAC:       1.0000000  SKU       : HR
 TAX/VAT CODE: ___           TAX/VAT COST: _____

 ADD COST CD : ___     ❶     ADD COST     : _____
 REQUIRED DTE: 04/29/2008    PROMISE DATE: 04/29/2008   FOLL-UP DT: _____
 VAR IND     : ___           P&C CERT NO.:              CONTRCT DT: 10/31/2007
 GL COMPANY  : XX01          GL ACCOUNT  : 533110          MULTI YR:
 GL CENTER   : 1010020504    DISTRIB IND : ___          EFF DT:    10/19/2007
 PROJECT CO. : ____          PROJECT CODE: _____   ACCT RULE : 02
 SHIP-TO CODE: S01           SHIP-VIA CD : BST          FOB CODE  : 001
 DSP DEFAULTS: _ PASS : _    CONT TO PL2 : _  RTP : _    LINE STATUS: 1
```

```
N43 PS                        PO LINE INFORMATION                      PL1

 NEXT FUNCTION: _____  ACTION: _____        05/15/2008  00:00:38
 REQUEST: _____  SAVE SHOW PAGE NO: ___
 ============================================================================
 BUY ENTITY  : XXGR          PO NO.       :  XXXXXX755   PO LINE NO : 0002
 BLANKET REL.:               RELEASE DATE: _____    SUB SRCE CD: _
 PRT ITM SPCS: Y             PRT REQ SPCS: N             PHRS TBL CD: ___
 CATALOG NO. : ____          ITEM NO.     : GN78544      ECN        :
 QUOTE NO.   : _____        ITEM SEQ NO  : __           SERVICE CD : S
 ITEM DSC    : INTENTIONALLY KEYED W/O GRANT NUMBER NO
 VEND ITM NO.: P3014ABC12081HK
 VEND ITM DSC: INTENTIONALLY KEYED W/O GRANT NUMBER NO
 QUANTITY UOP: 1             UNIT PRICE   :   1,972.00000  PRICE TYPE : ___
 UOP        : HR             SKU CONV FAC:       1.0000000  SKU       : HR
 TAX/VAT CODE: ___           TAX/VAT COST: _____

 ADD COST CD : ___     ❶     ADD COST     : _____
 REQUIRED DTE: 04/29/2008    PROMISE DATE: 04/29/2008   FOLL-UP DT: _____
 VAR IND     : ___           P&C CERT NO.:              CONTRCT DT: 10/31/2007
 GL COMPANY  : XX01          GL ACCOUNT  : 536E70          MULTI YR:
 GL CENTER   : 1110122620    DISTRIB IND : ___          EFF DT:    10/19/2007
 PROJECT CO. : ____          PROJECT CODE: _____   ACCT RULE : 02
 SHIP-TO CODE: S01           SHIP-VIA CD : BST          FOB CODE  : 001
 DSP DEFAULTS: _ PASS : _    CONT TO PL2 : _  RTP : _    LINE STATUS: 1
```

16

Recording NGO Grant Contract Numbers on Direct Invoices

The process of paying for invoices in NCAS' AP module is the responsibility of the accounts payable staff. Unlike paying for matching invoices, neither grant contract numbers nor grant accounting distributions default to the invoice lines on IWS-1T. The AP operator must gather all the pertinent information related to the invoices prior to keying them in NCAS.

- ❶ Type an NGO grant accounting distribution in the CO/ACCOUNT/CENTER fields and NGO grant contract number in the ITEM NUMBER field then press ENTER.

```
N43                         INVOICE WORKSHEET 1                         IWS-1T

 NEXT FUNCTION: _____   ACTION: _____           05/15/2008  00:00:38
 REQUEST: NEXT  _____            ❷
 ================================================================================
 INVOICE NUMBER : GRANT7_DIRECT512 DATE: 05/12/2008    MODEL: _ _____
 VENDOR SHORT NM: BIOFUELSCENTERO   BIOFUELS CENTER OF NC        CURR    : ____
 VENDOR NUMBER  : _260874275 01    RTP                           CM/DM     : I
 PO REFERENCE   : _____   COUNTY CODE: _____ MULTI PYMT: N
 TERMS CODE: N30  PYMT DUE DATE: _____   DISCOUNT AMT/PCT: _____

  REMIT MSG:  ___  _____
                                        SIGNATURE APPR CD: ___  ___  ___  ___
 LINE   AMOUNT/PERCENT EXP  CO  ACCOUNT       CENTER     PROJ-CO NUMBER
  VAT   QUANTITY UNIT   ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
 0002 _____   111.00     XX01 536G10           1010054000___ ____ _____
 ___ _____1 HR_  P1014AN124081BC DIRECT TEST ON IWS1T Y Y Y Y  ___ __  ___
 0003 _____ ___ ___ _____ _____ _____ ____ ____
 ___ _____ ____ ___ _____ _____ _____ _ ___ _ __ __ ___
 0004 _____ ___ ___ _____ _____ _____ ____ ____
 ___ _____ ____ ___ _____ _____ _____ _ ___ _ __ __ ___
 0005 _____ ___ ___ _____ _____ _____ ____ ____
 ___ _____ ____ ___ _____ _____ _____ _ ___ _ __ __ ___
 SALES TAX/VAT :  ___ _____    FREIGHT    : ___ _____
 ADDITIONAL COST: ___ _____    GROSS AMOUNT:     _____  111.00
```

- ❷ If desired, you may NEXT the invoice now.

Changing NGO Grant Information on Direct Invoices

A completed invoice may be retrieved if needed on the IMW-1T screen; the AP clerk may change either the accounting distribution or the grant contract number. To change the 'ITEM NUMBER' on IMW-1T on an invoice line, an NGO grant accounting distribution MUST be reflected on the invoice line.

An AP clerk may change invoice line's accounting distribution from or to an NGO accounting distribution; NCAS requires a structurally valid grant contract number when an invoice reflects an NGO accounting distribution.

```
N43 AP                     INVOICE MAINTENANCE 1                    IMW-1T

 NEXT FUNCTION: _____  ACTION: _____          05/16/2008  11:11:48
 REQUEST: _____
 =========================================================================
 PAY ENTITY   : XXPT          VEND SHORT NM: BIOFUELSCENTERO
 INVOICE NBR  : GRANT6 REKEY0512 VENDOR NUMBER:  260874275 01    MULTI PYMT: N
 INVOICE DATE : 05/12/2008     DISCNT AMOUNT: _____.00   TERMS: ___
 COUNTY CODE  : _____     PO REFERENCE : ____ _____ _____   CM/DM: I
 PYMT NBR: 001 PRTL PYMT NBR: 000 PYMT DUE DTE: 05/12/2008 GL EFF DT: _____
 REMIT MESSAGE: ___ _____

 LINE    AMOUNT      EXP CO   ACCOUNT           CENTER   PROJ-CO  NUMBER
  VAT  QUANTITY  UNIT  ITEM NUMBER       DESCRIPTION       USE   1099   I'REC
 0001 _____111.00 001 XX01 536G10          1010054000_ ____ _____
      _____ ____ P1014AN124081BC  DIRECT TEST ON IMW1T ___    NO    ___
 0002 _____ ___ ____ _____ _____ ____ _____
      _____ ____ ___ ____ _____ _____ ____ __ ____
 0003 _____ ___ ____ _____ _____ ____ _____
      _____ ____ ___ ____ _____ _____ ____ __ ____
 0004 _____ ___ ____ _____ _____ ____ _____
      ____ ____ ___ ____ _____ _____ ____ __ ____
 SALES TAX/VAT  : ___ _____    FREIGHT    : ___ _____
 ADDITIONAL COST: ___ _____    GROSS AMOUNT:    _____111.00
```

Grant Contract Numbering Error Messages

As previously mentioned when an NGO grant account is utilized in direct or matched invoices, an NGO grant contract number must be present on the invoice line on IWS-1T, IMW-1T or ILA. The NGO grant contract number is 15 characters long and is alphanumeric (letters and numbers), neither special characters nor blank fields are allowed.
For matched invoices, the NGO grant contract number MUST be recorded on PO line (PL1) in the 'Vendor Itm No.' field. Once recorded on the PO line, it defaults to all corresponding invoice lines on IWS-1T, IMW-1T or ILA hence lessening the chances of keying errors by the accounts payable staff thus providing a time saving mechanism.

In the absence of a structurally valid NGO grant contract number when an NGO grant account is utilized, the NCAS would display hard coded error messages that prevent users from further processing.

The following is a list of the aforementioned error messages:

   938 - **NEXTING NOT ALLOWED, ENTER GRANT NUMBER IN ITEM NUMBER FIELD**
   939 - **GRANT NUMBER SHOULD START WITH 'P' OR 'G'**
   940 - **VALID CHARACTER FOR SECOND POSITION IS 1, 2 OR 3**
   944 - **ENTER LEADING 0'S FOR AGENCY NUMBER AT POSITION 3**
   943 - **POSITION 3-5 SHOULD BE ALPHANUMERIC**
   945 - **POSITION 6-10 SHOULD BE ALPHANUMERIC**
   942 - **POSITION 11-12 SHOULD BE NUMERIC**
   946 - **POSITION 13-15 SHOULD BE ALPHANUMERIC**

As mentioned earlier in this document, there are XPTR/XTND reports that provide detailed information to agency's personnel to aid them in performing assigned duties.
The reports referenced in this section may be used by the Accounts Payable, Purchasing and Program staff at the agency.

OSCOP* PS GRANT NUM EXCPT RPT (C-PS-GRANT-NUM-EXCPT-RPT)

This XPTR/XTND report displays all current open NGO grant PO lines that DO NOT have a structurally valid grant contract numbers in the VEND ITM NO field on PL1 screen. This report is run daily and is indexed by Buy Entity and Buyer ID.

The following fields are displayed on this report: Buyer Id, Buy Entity, Purchase Order #, PO line, Vend Itm No, Company, Account, Center, Eff Dt.

This report must be utilized by the Purchasing or Program staff on daily basis to identify and correct any PO lines with invalid grant related information.

```
20GR              STATE OF NORTH CAROLINA PURCHASING SYSTEM                  PAGE:      1
006               NGO GRANT  NUMBER EXCEPTION IN PURCHASING REPORT            C-PS-GRANT-NUM-EXCPT-RPT
                  FOR THE PERIOD OF 07/01/2008 THRU 07/03/2008                DATE RUN:       07/03/2008
```

BUYER ID	BUY ENTITY	PURCHASE ORDER #	PO LINE	VEND ITM NO . (GRANT)	CO	ACCOUNT	CENTER	EFF DT.
006	20GR	EP1004826	1	GN85120	2001	536E70	1110122620	07/02/2008
006	20GR	EP1004926	1	GN85120	2001	536E70	1110122620	07/03/2008
006	20GR	EP1004726	1	GN78544	2001	536G10	1010054000	07/01/2008
006	20GR	EP1004820	1	GN78544	2001	536E70	1110122620	07/02/2008

OSCOP* MM DAILY PD GRANT NUM EXCPT (C-GL-PRIVATE-NONPROFIT)

This XPTR/XTND report displays most recently paid NGO grant invoices that DO NOT have structurally valid grant contract numbers. This report is run daily and is indexed by Pay Entity.

The following fields are displayed on this report: Cal Year, Mth, Grant Num, Vendor Id, Recipient, Comp, Company Description, Account, Account Description, Center, Center Desc, Amount, Pay Ent, BAP, CHK Num, INV Num, Invc Date, Line Num, Pymt num.

This report must be utilized by the Accounts Payable or Program staff on daily basis to identify and correct any invoice lines with invalid grant related information.

```
2BPC                       STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM      PAGE:    1
ERROR                               EXCEPTION REPORT                         C-GL-PRIVATE-NONPROFIT
                        TOTAL PAID BETWEEN: 05/12/2008 AND  05/12/2008       DATE RUN: 05/12/2008

-------------------------------------------------------------------------------------------------------------------------

CAL
YEAR – MTH- GRANT NUM--VENDOR ID—RECIPIENT—CO- CO DESC—ACCT--ACCT DESC--  CTR -- CTR DESC--    AMOUNT

PAY                                                      LNE  PYMT
ENT    BAP   CHCK NUM    INVC NUM        INVC DATE  NUM  NUM
-------------------------------------------------------------------------------------------------------------------------


2008   05     GN96102       xxxxxxxxxx01- ACTIVIST   --2B- HEALTH S--536C02-- NGO CR- 1410417900--HLTH D     1,619.72
2BPC   2BC   0001423266      APR080217608    05/13/2008    1       1

2008   05     GN96555       xxxxxxxxxx99- NATIONAL-- 2B- HEALTH S--536C02-- NGO CR- 1410417900--HLTH D     1031.67
2BPC   2BC   0001423269      APR080217345    05/13/2008    1       1
```

OSCOP* MM MONTHLY PD GRANT NUM EXCPT (C-GL-PRIVATE-NONPROFIT)

This XPTR/XTND report displays the entire last month's paid NGO grant invoices that DO NOT have structurally valid grant contract numbers. This report is run monthly and is indexed by Pay Entity.

The following fields are displayed on this report: Cal Year, Mth, Grant Num, Vendor Id, Recipient, Comp, Company Description, Account, Account Description, Center, Center Desc, Amount, Pay Ent, BAP, CHK Num, INV Num, Invc Date, Line Num, Pymt num.

This report must be utilized by the Accounts Payable or Program staff on monthly basis to identify and correct any invoice lines with invalid grant related information.

```
2BPC                        STATE OF NORTH CAROLINA ACCOUNTS PAYABLE SYSTEM      PAGE:    1
ERROR                                   EXCEPTION REPORT                         C-GL-PRIVATE-NONPROFIT
                          TOTAL PAID BETWEEN:  05/01/2008 AND  05/30/2008        DATE RUN: 06/01/2008

----------------------------------------------------------------------------------------------------------------------------
CAL
YEAR – MTH- GRANT NUM--VENDOR ID—RECIPIENT—CO- CO DESC—ACCT--ACCT DESC--  CTR -- CTR DESC--    AMOUNT

PAY                                                        LNE  PYMT
ENT    BAP    CHCK NUM    INVC NUM      INVC DATE  NUM   NUM
----------------------------------------------------------------------------------------------------------------------------

2008    05    GN96102         xxxxxxxxxx01- ACTIVIST -- 2B- HEALTH S-- 536C02-- NGO CR- 1410417900--HLTH D      1,619.72
2BPC   2BC    0001423266      APR080217608    05/13/2008   1      1

2008    05    GN96555         xxxxxxxxxx99- NATIONAL--2B- HEALTH S--536C02-- NGO CR- 1410417900--HLTH D        1031.67
2BPC   2BC    0001423269      APR080217345    05/13/2008   1      1
```